

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FEC-FM-003-07	
		募集締切日： Closing Date	14 Mar 07	
		発行日： Date of Issue	22 Feb 07	
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Accounting Technician, #8</h3> <h4 style="text-align: center;">(会計技術職)</h4> <p style="text-align: center;">受諾可能な下位等級 Acceptable trainee level: 1-4</p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> 事務系 Administrative </div> <div> <input type="checkbox"/> 技能系 Blue Collar Trade </div> <div> <input type="checkbox"/> 保安系 Security </div> <div> <input type="checkbox"/> 医療系 Medical </div> </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity Naval Facilities Engineering Command Far East Financial Management Department (FM), Accounting Division (FM1) Cost Accounting Branch (FM1C) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours: 08:00 – 16:45/Recess Period: 12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <p style="text-align: center;">See attached for detailed duties.</p>				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work OR completion of 4-years college/university in a related field. b. Knowledge of methods and procedure used in the double entry bookkeeping. c. Skill in operating personal computer such as Microsoft Office, especially Excel with advanced knowledge. d. Ability to analyze accounting variances, determine causes, and take corrective actions. e. Ability to provide adequate customer services. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). * An applicant who does not fully meet the qualification requirements stated above may be considered at 1-4 level below a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. * A handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency： <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background： N/A		免許証／修了証 License/Certificate Required： N/A		

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: NAVFACFE, MS2 軍電 (DSN) 243-7462/7275/6198

PD No.: FEC-FM1C-002	PD is accurate and current. Certified by Activity: mt	HRO: AH 2/16 ah 2/20
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

Accounting Technician
MLC 1-5

1. Reviews & analyzes cost center financial statements for completeness, accuracy and conformance with Key Accounting Requirement #4 (Cost Accounting), and uniform accounting classifications or other specified accounting requirements. Prepares & analyzes various reports, schedules, and subsidiary registers that are required for NWCF operations. Performs trends & in-depth analysis for more than 20 commodities & services sold by NAVFAC FE. Works with the Budget Division, Accounts Payable Branch and more than 25 work centers within the NAVFAC FE organization on corrective actions to remedy the cost account variances. Prepares the Preliminary Report of Operations that provides initial analyses of the operating costs for the monthly accounting period, and serves as the basis for the Comptroller's brief to the CO on the net operating results for the accounting period. Analyzes variances, determines causes, and takes corrective actions including revisions of standard operating procedures where appropriate. Represents the Division on complex accounting matters and specifically matters relating to the NWCF. Reviews & approves journal vouchers for input into cost accounting subsystem. Reviews cost adjustments, tally sheets, job order transmittals, prepared by senior accounting technicians for completeness & accuracy prior to input into the NAVFAC FE's Defense Working Capital Accounting System. Assures that all accounting transactions in a double-entry accounting systems are recorded in accordance with NAVCOMPT & DoD policies. Works with other divisions/branches to reconcile cost registers & journal vouchers to the general ledger accounts. Also conducts special analyses as requested by the supervisor, and recommends changes to internal operating procedures and assists the supervisor in drafting standard operating procedures for general & internal implementation. Work requires the extensive grasp of the entire system of accounts, their relationship to the organization, and the purpose of cost accounting reports submitted to management. This is an experienced/senior accounting technician position subject to administrative supervision that has responsibilities directly affecting the financial integrity of NAVFAC FE. Technical supervision is present in the form of periodic audit by staff level auditors. (50%)
2. Assists in the establishment of job order numbers (JONs) in a complex job order costing system used in the NWCF activities. Establishes, maintains, and issues JONs to capture the cost of NAVFAC FE's operations. JONs are used to record & retrieve data from the accounting system on revenue & the cost to produce products, and provide services to NAVFAC FE's customers & internal cost. Proper use & understanding of complex JON structure is critical to effectively monitor labor usage, manage cost, and assure efficient & effective utilization of NAVFAC FE resources. Works closely with cost center managers on JON coding to minimize labor rejects and assure the retrieval of accurate financial information from the cost accounting system. (25%)
3. Serves as program coordinator for NAVFAC FE's computerized labor distribution system (LDS) for NAVFAC FE's nearly 1,000 MLC & 50 U.S. civil service employees. Monitors day-to-day operation of the program to assure labor is properly costed & charged to correct JONs. Troubleshoots problem areas by independently researching labor input rejects. Works with cost center managers to resolve procedural errors, system defects, and workflow problems. Coordinates solution with cost center managers, the Business Operations Division, and re-inputs data to comply with established system and cost accounting requirements. Conducts independent audits & analyzes labor charges to assure the integrity of the costing subsystem and the labor hours used for NAVFAC FE billings. (15%)
4. Serves as focal point for accounting & control of all personal property totaling about \$20 million under the control of NAVFAC FE in accordance with policy & procedures contained in DoD Financial Management Regulations & the SECNAV Instruction. Incumbent serves as resident expert on handling of all personal property accounting transactions caused by 1) changes to the investment threshold; depreciation period; and criteria for capital leases; 2) exercising purchase options on lease to purchase agreements, and 3) unique conditions (e.g., joint use, transfers to other activities, post/prior acquisition expenses, foreign currency variances, etc.). Interprets & drafts implementing standard operating procedures on handling of personal property including minor property. Provides training to cost center managers on their responsibilities & duties in managing & controlling personal property. Conducts research and provides assistance to the Comptroller on the optimal handling of specific transactions. Recommends policies or changes to existing policy on tracking & controlling minor property. Reconciles subsidiary property records to general ledger balance and maintains automated database to assure the accuracy of the personal property records. Coordinates & participates in planning & executing the triennial physical inventories to assure personal property is accurately reported in the NAVFAC FE's financial statements. (10%)
5. Performs other related or incidental duties as assigned.